

EXHIBIT A

FORMS AND WORKFLOW

FORM 1

STANDARD OPERATING PROCEDURE (SOP)

AND

SOP WORKFLOW

S.O.P. No.: **MND-00-00-00-000**

Mississippi Department of Transportation - Standard Operating Procedures

Subject: **INDEX TO MAINTENANCE DIVISION**Effective Date: August 1, 2004
Issued Date: August 1, 2004Supersedes S.O.P. Dated
MND-00-00-00-000 April 1, 2004**MAINTENANCE DIVISION****VOLUME III**

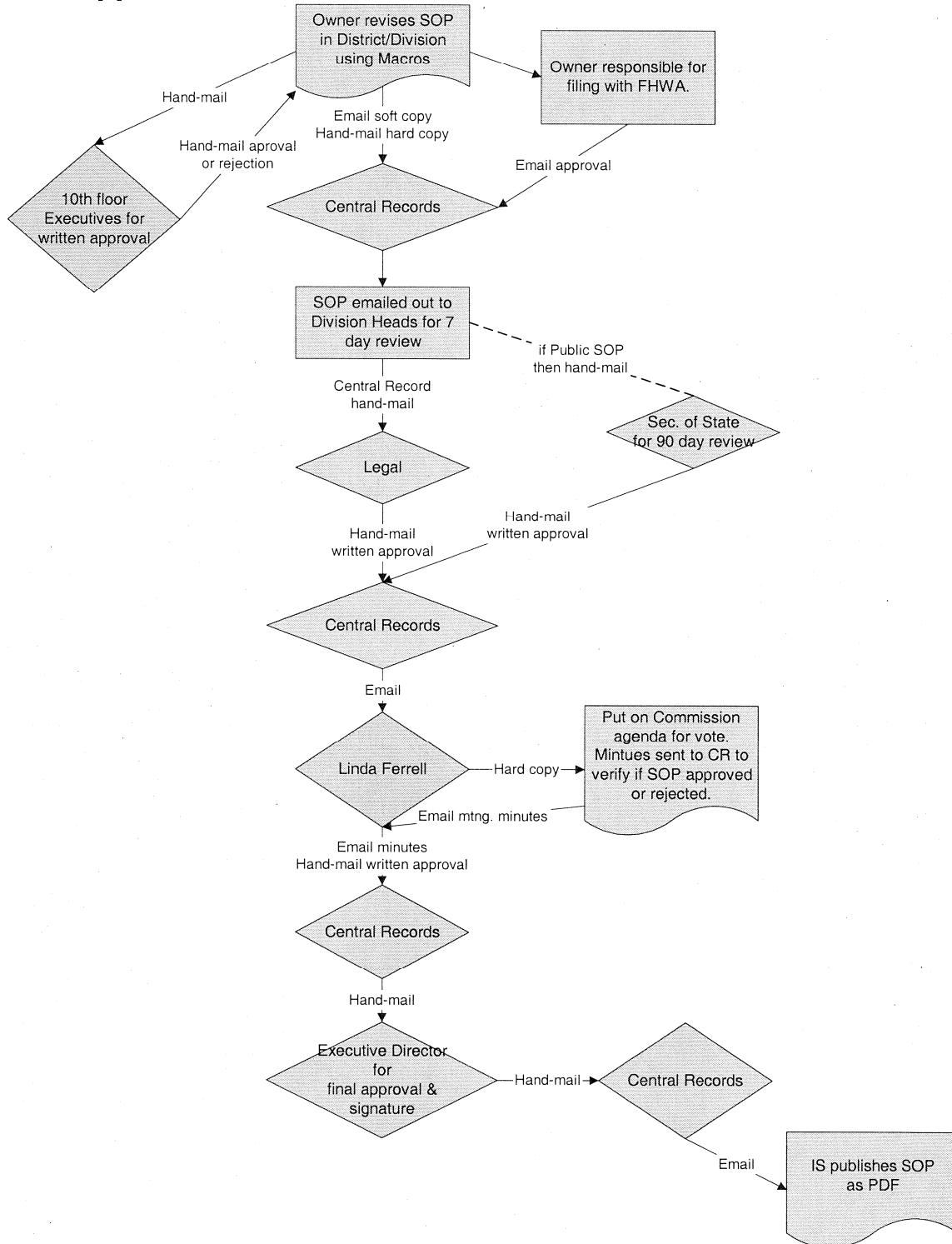
<u>S.O.P. Number</u>	<u>Issued</u>	<u>Title</u>
MND-00-00-00-000	August 1, 2004	Index to Maintenance Division
MND-01-01-00-000	November 1, 2001	Maintenance Division, Principal Responsibilities and Authorities
MND-01-02-00-000	April 1, 1987	Maintenance Division, Organization Chart
MND-02-00-00-000	April 1, 2003	Distribution and Wearing of Uniform by District Maintenance, Shop, and Warehouse Personnel
MND-03-00-00-000	November 1, 2003	Processing of Permit Applications
MND-03-01-00-000	August 30, 1968	Overdimensional and Overweight Motor Vehicle Permits
MND-03-01-01-000	July 1, 1965	Overdimensional Loads
MND-03-02-01-000	July 1, 1965	Overweight Loads
MND-03-04-01-000	November 1, 2001	Construction and Maintenance of Driveway, County Road and Municipal Street Connections to State Highways.
MND-03-04-03-001	February 1, 2004	Application for Permit to Construct Driveway, Form MND-001
MND-03-05-01-000	February 1, 2004	Permits for Seismic Surveys
MND-03-07-01-000	April 1, 1987	Clearing and Pruning of Trees and Other Vegetation for Utility Lines
MND-03-10-00-000	July 1, 2003	Permits for Boat Launching Ramps
MND-03-11-00-000	November 1, 2003	Encroachment Permits for County and Municipally Owned collection Stations for Solid Waste
MND-04-00-00-000	February 1, 2002	Underground Utility Crossings
MND-04-01-01-000	April 1, 2002	Right of Way Encroachment Permits

MND-04-01-02-000	September 1, 2002	Requirements for Drainage Structures Constructed Under Right of Way Encroachment Permits
MND-04-01-03-000	November 1, 2001	Application for Permit to Construct Utility Lines Along or Across State Highways for Holders of Master Agreements
MND-04-01-03-002	February 1, 2004	Application for Permit to Construct Pipe Line, Form MND-002
MND-04-01-03-003	November 1, 2001	Application for Permit to Construct Utility Lines Along or Across State Highways for Holders of Master Agreements, Form MND-003
MND-04-01-03-004	February 1, 1993	Application for Permit to Locate Certain Facilities on or to Perform Certain work on State Highway Right of Way.
MND-04-01-04-000	November 1, 2001	Supplement Form for Additional Sheets for Form MND-001, MND-002 and MND-004
MND-04-01-04-005	November 1, 2001	Supplement Form for Additional Sheets for Form MND-001, MND-002, and MND-004, Form MND-005
MND-04-02-00-000	February 1, 2004	Instructions for Processing Form MND-012, Agreement and Form MND-603, Performance Bond
MND-04-02-03-012	February 1, 2004	Agreement, Form MND-012
MND-04-02-03-482	February 1, 2004	Master Agreement for Location of Electric Power and Communication Utility Lines on State Highway Right-of-Way, Form MND-482
MND-04-02-03-603	February 1, 2004	Performance Bond, Form MND-603
MND-04-03-01-000	April 1, 1987	Driveway and Street Connections, Median Openings, Frontage Roads
MND-04-04-00-000	July 1, 2003	Alteration of Drainage Channels
MND-04-05-00-000	February 1, 2004	Parallel Utility Lines and Overhead Crossing Encroachment Permits
MND-04-07-00-000	November 1, 2001	Utilities and Maintenance of City Streets
MND-04-08-00-000	April 1, 2002	Location of Above Ground Utility or Other Structures Affecting Traffic Safety and Scenic Enhancement
MND-05-01-01-000	July 15, 1968	Maintenance Takeovers

MND-05-03-01-000	August 1, 1996	Return of Relocated Highways to Local Jurisdiction
MND-05-05-01-480	August 1, 1996	Maintenance Control Sections
MND-05-05-02-480	July 1, 1998	Maintenance Control Section Number, Form MND-480
MND-05-05-03-480	July 1, 1998	Maintenance Control Section Number, Form MND-480
MND-06-01-00-000	April 1, 2004	Accommodation of Utilities on Freeway Right of Way
MND-07-01-03-481	December 16, 1974	Maintenance Agreement with Other State Agencies, Form MND-481
MND-08-00-00-000	April 1, 1996	Procedures for Maintenance Projects
MND-09-00-00-000	April 1, 1987	Rules, Regulations and Ordinances Governing Use of State Highways of Mississippi
MND-09-01-00-000	April 1, 1987	Control of Outdoor Advertising Adjacent to Interstate and Primary Highways
MND-09-01-00-000	August 1, 2004	Control of Outdoor Advertising Adjacent to the Federal Aid Interstate and the Federal Aid Primary Highway System
MND-09-02-00-000	August 1, 1996	Removal or Correction of Illegal Outdoor Advertising
MND-09-02-03-682	March 1, 1973	Report of Illegal Outdoor Advertising, Form MND-682
MND-09-03-00-000	Sept. 1, 1969	Waiver of Deed Restrictions Against On-Premise Advertising
MND-09-04-00-000	May 1, 1977	Control of Outdoor Advertising Inventory of Outdoor Advertising Signs
MND-09-05-00-000	Nov. 1, 1977	Obtaining Data for Programming Sign Removal Projects
MND-09-06-00-000	April 1, 1987	Standards for Erection and Control of Directional and Other Official Signs
MND-09-07-00-000	April 1, 1987	Control of Outdoor Advertising Permits for Sign Erection
MND-09-08-00-000	July 1, 2002	Removal of Encroachments From Highway Right of Way
MND-09-08-03-683	March 1, 1973	Report of Right of Way Encroachment, Form MND-683

MND-09-10-00-000	April 1, 1987	Removal of Illegally Located Automobile Graveyards and Junkyards
MND-09-11-02-722	July 1, 1998	Sign Classification Sheet for Control of Outdoor Advertising, Form MND-722
MND-09-11-03-722	November 1, 1972	Sign Classification Sheet for Control of Outdoor Advertising, Form MND-722
MND-09-12-02-723	May 1, 1977	Sign Inventory Log Sheet, Form MND-723
MND-11-01-03-010	April 1, 1987	Application for Maintenance of Urban Streets, Form MND-010
MND-11-02-01-000	June 1, 1968	Municipal Street Takeovers
MND-11-03-03-081	July 15, 1968	Certificate of Title (Municipality), form MND-081
MND-11-03-03-082	July 15, 1968	Certificate of Title (County), Form MND-082
MND-11-04-03-561	July 15, 1968	Ordinance Regulating Traffic and Use of Street(s), Form MND-561
MND-11-05-03-562	April 1, 1987	Order of the Board of Supervisors, Form MND-562
MND-11-06-03-200	July 15, 1968	Final Certificate and Conveyance, Form MND-200
MND-13-01-00-000	September 1, 2001	Repair of Damaged Highways and Recovery of Cost
MND-13-01-03-684	September 1, 1973	Report of Property Damage, Form MND-684
MND-14-01-00-000	April 1, 1971	Special Utility Encroachment Agreement Tennessee Valley Authority
MND-17-02-00-000	November 1, 2003	Operation and Maintenance of Wastewater Treatment Plants
MND-17-03-00-000	November 1, 2003	Operations and Maintenance of Water Treatment Systems

SOP Approval Workflow



FORM 2

REQUEST FOR PROGRAM APPROVAL (RPA)

AND

RPA WORKFLOW

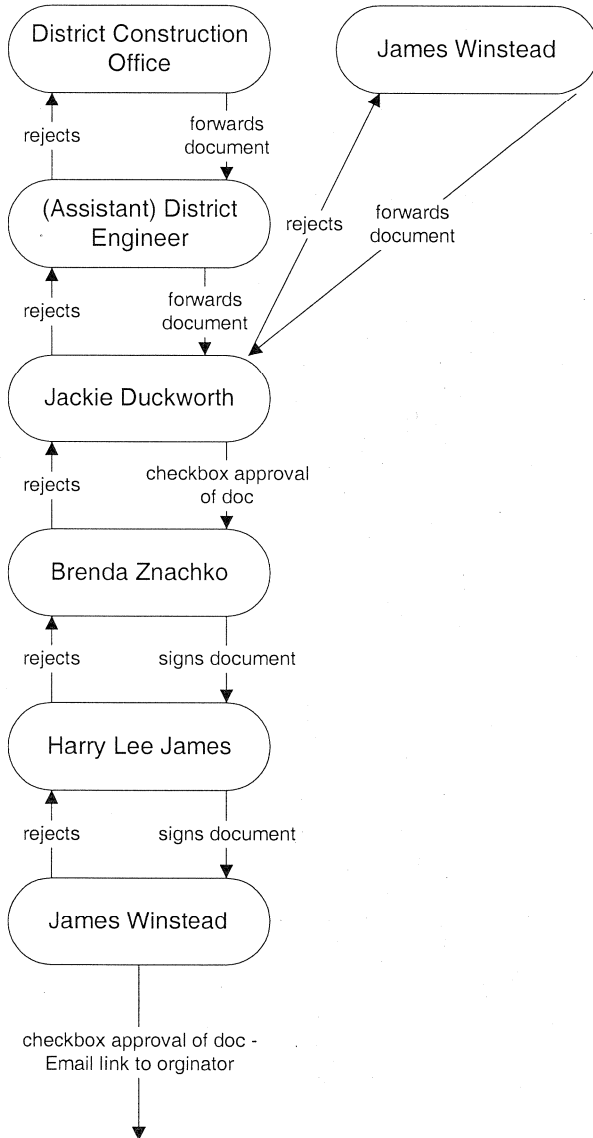
Approved by: *Kenneth I. Warren*

CAD-683		MISSISSIPPI DEPARTMENT OF TRANSPORTATION REQUEST FOR PROGRAM APPROVAL				
(1) PROJECT NO:			(2) PROJECT DETAIL:			
(3) Project Termini and Identification:						
(4) County Code:		(5) Route No:		(6) Distance Beg _____ End _____		(7) Structure Key:
(8) Latitude Beg _____ End _____		(9) Longitude Beg _____ End _____		(10) Federal Project No:		(11) Scope of Work Code:
(12) TYPE OF WORK	(13) TOTAL ESTIMATED COST	(14) MAINTENANCE FUNDS	(15) OTHER FUNDS (Specify Source)	(16) STATE CONST. FUNDS	(17) FEDERAL FUNDS (Specify Source)	(18) GRANT / GRANT DETAIL
P.E.						
ROW						
CONST.						
OTHER						
(19) PROJECT TOTALS						
(20a) SUBMITTED BY: _____ (Signed)				(20b) DATE: _____		
(20c) TITLE: _____				(23) REMARKS:		
(21a) APPROVED BY: _____ (Signed)						
(21c) TITLE: _____						
(22a) Funds Approved _____ Date _____		(22b) Disapproved _____ Date _____				

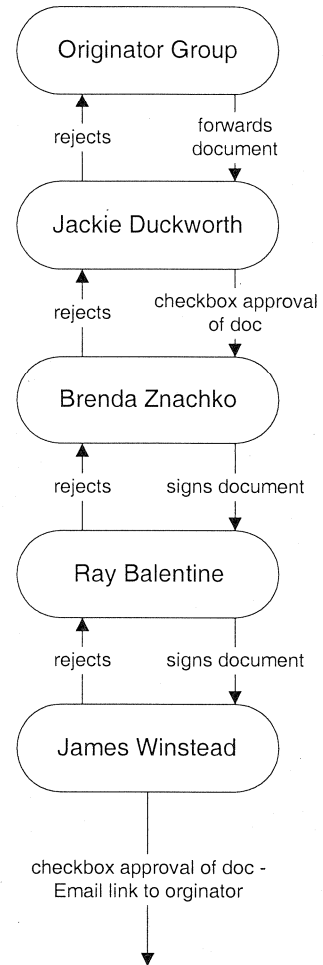
CAD 683

Proof of Concept Workflows

Normal Construction Projects and Preliminary Engineering Projects



Rails Projects



FORM 3

IN-STATE/OUT-OF-STATE TRAVEL EXPENSES

AND

TRAVEL EXPENSE WORKFLOW

Mississippi Department of Transportation
Authorization for Incurring
Reimbursable Out-of-State Travel Expenses

Budget Code

1501

2

Deletes Employee(s) from Expense Roster

[illegible]

1141

101

Purpose of travel:

I certify that the travel requested above is in the best interest of the department.

The requested travel expenses for the purposes indicated and the associated amounts are authorized.

District Engineer/Division Director

Executive Director

Mississippi Department of Transportation
Authorization for Incurring
Reimbursable In State Travel Expenses

Budget Code

1 Adds Employee(s) to Expense Roster

1000

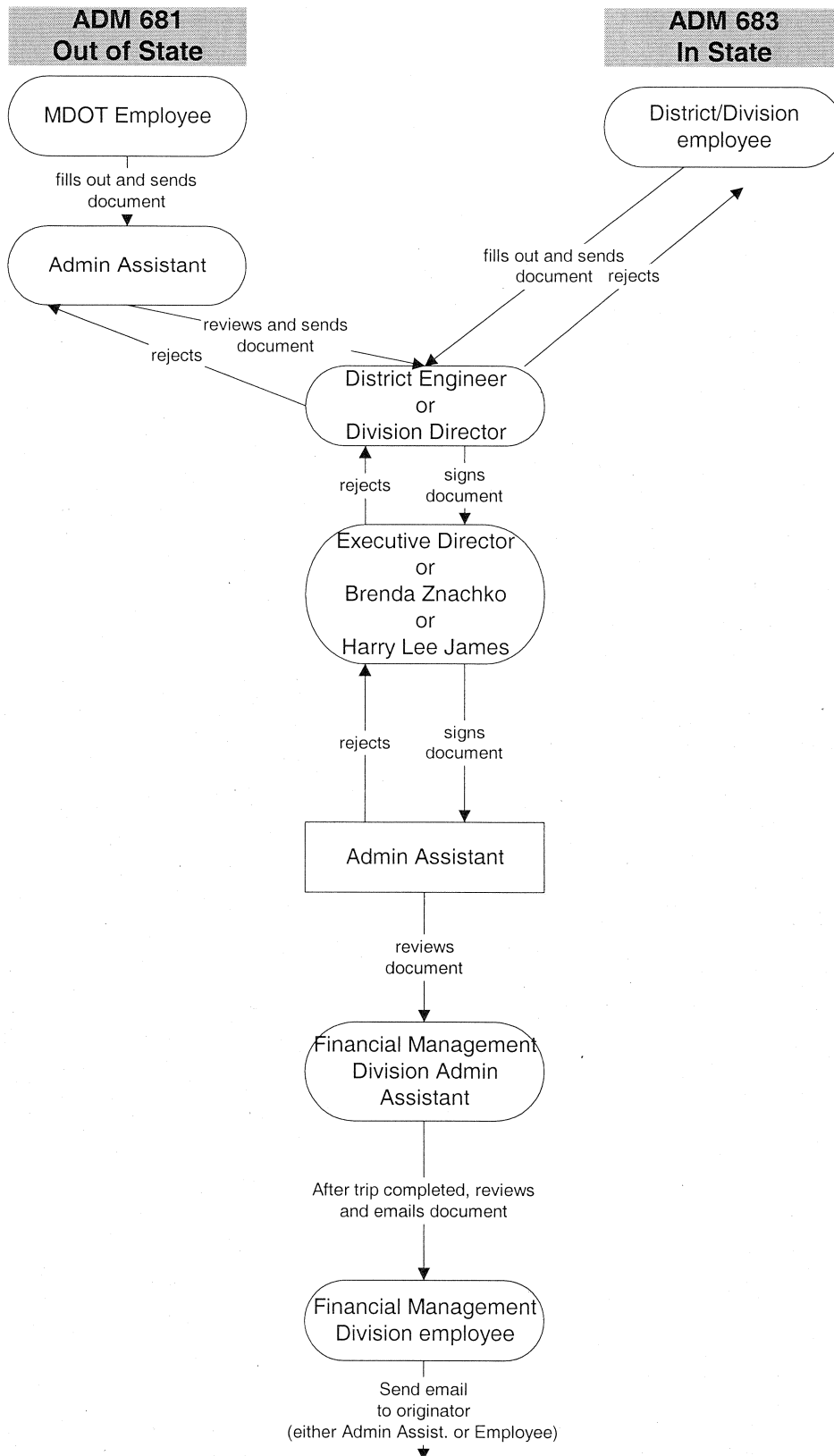
Increases existing authorization by amounts indicated

Deletes Employee(s) from Expense Roster

The requested travel expenses for the purposes indicated and the associated amounts are authorized.

Executive Director

Travel Authorization Form (ADM 683 & 681)



FORM 4

COMPLAINT/INCIDENT REPORT (CI)

AND

CI WORKFLOW

Complaint/Incident Report



Location:

County: _____ Route: _____ Complaint: _____ Incident: _____

Termini: _____

Date of Complaint/Incident: _____ Date Incident Reported: _____

Time Incident Occurred: _____ Time Complaint/Incident Reported: _____

Person Reporting Complaint/Incident:

Name: _____

Address: _____

Office Phone: _____ Home Phone: _____

Complaint/Incident: _____

Person Receiving Complaint/Incident:

1. Referred to: _____ Date: _____

2. Referred to: _____ Date: _____

3. Referred to: _____ Date: _____

Corrective Action Taken:

Completion Date: _____ Signature: _____

Distribute Completed Report: (mail code)

Director of Office: _____

Resident Engineer: _____

Asst. Chief Engineer: _____

Maintenance Superintendent: _____

Division Head(s): _____

Maintenance Supervisor: _____

District Engineer: _____

Maintenance Complaint Form Workflow

